

DD/7  
57-2108

CONFIDENTIAL

1 July 1957

MEMORANDUM FOR: Training Officer, Office of Personnel

25X1A9a SUBJECT : [REDACTED] Personnel Familiarisation Training

25X1A9a

25X1A6a 1. [REDACTED] Administrative Officer, GS-13, has  
returned from [REDACTED] after approximately five years in the field.  
25X1A9a Before assigning him to Headquarters duty as an Administrative  
Officer, [REDACTED] will undertake several months of training  
including familiarisation and orientation in the major Support  
25X1A9a functions. It is requested that during the period 5-23 August  
inclusive, [REDACTED] be provided familiarisation and orientation  
in the various phases of personnel administration and management  
as indicated on the attached tabulation.

25X1A9a

[REDACTED]  
Special Assistant to the  
Deputy Director (Support)

SA/DDS/JER:epr (1 Jul 57)

Distribution:

- O&1 - Addressee
- 1 - DD/S Chrono
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JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 12 NO. ON 1  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S © 22  
NEXT REV DATE 89 REV DATE 9-7-79 REVIEWER 235932 TIME DOC 02  
NO. PGS 1 CREATION DATE - 090 COM 030 OPI - 040 CLASS 5  
REV CLASS C REV COORD. \_\_\_\_\_ ACB: EH 70-3

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<u>Phase No.</u>	<u>Hours</u>	<u>Phase No.</u>	<u>Hours</u>
1	$\frac{1}{2}$	81	2
5	$\frac{1}{2}$	83	1
6	1	84	2
7	$\frac{1}{2}$	85	2
8	1	87	1
12)		88	$\frac{1}{2}$
13)	8	91	2
14)		92	2
17	$\frac{1}{2}$	93	2
18	1	96	1
23	$\frac{1}{2}$	97	2
24	$\frac{1}{2}$	98	2
25	1	99	2
26	$\frac{1}{2}$	100	2
27	$\frac{1}{2}$		
28	$\frac{1}{2}$		
30	$\frac{1}{2}$		
33	8		
34	$\frac{1}{2}$		
35	$\frac{1}{2}$		
36	$\frac{1}{2}$		
37	$\frac{1}{2}$		
38	$\frac{1}{2}$		
39	1		
40	$\frac{1}{2}$		
42	$\frac{1}{2}$		
48	$\frac{1}{2}$		
54	1		
55	2		
56	2		
57	2		
58	1		
65	1		
66	1		
67	$\frac{1}{2}$		
69	1		
70	$\frac{1}{2}$		
72	2		
73	1		
74	1		
75	2		
76	2		
77	$\frac{1}{2}$		

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